

**TITLE:** Payroll Secretary

**REPORTS TO:** Superintendent of Schools and School Business Administrator

**TERMS:** 12 months

**QUALIFICATIONS:**

Analyzing Information , Data Entry Skills, Attention to Detail, Confidentiality, Thoroughness, General Math Skills, Financial Software, Reporting Skills, Verbal Communication, Organization, Knowledge of Microsoft Office and Systems 3000.

**Payroll Secretary Job Duties:**

- Maintains payroll information by collecting, calculating, and entering data.
- Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers.
- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Determines payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, unemployment, and workers compensation payments.
- Resolves payroll discrepancies by collecting and analyzing information.
- Provides payroll information by answering questions and requests.
- Maintains payroll operations by following policies and procedures; reporting needed changes.
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.
- Perform other duties as directed by Superintendent of Schools and Business Administrator.